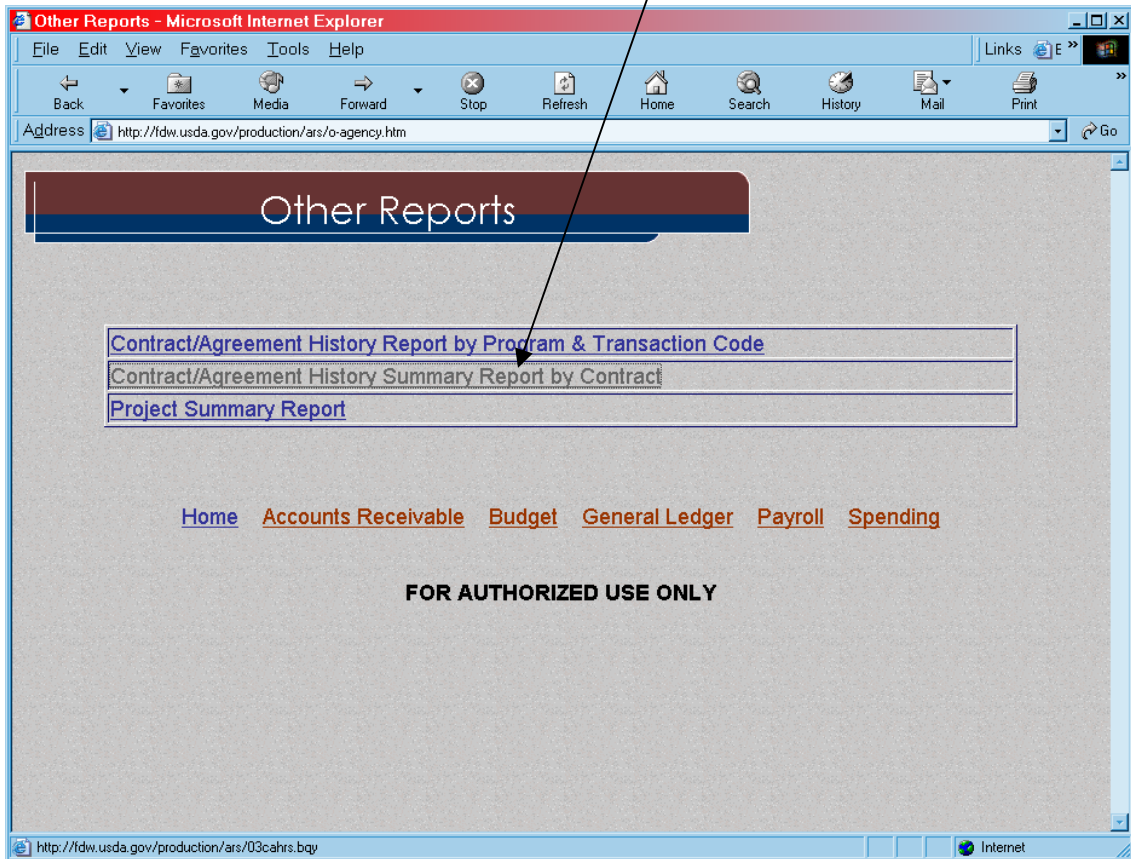


Creating a Contract & Agreement Report by Contract #

Log in to BRIO as you normally would

Select "Other Reports"

Select Contract/Agreement Summary Report by Contract

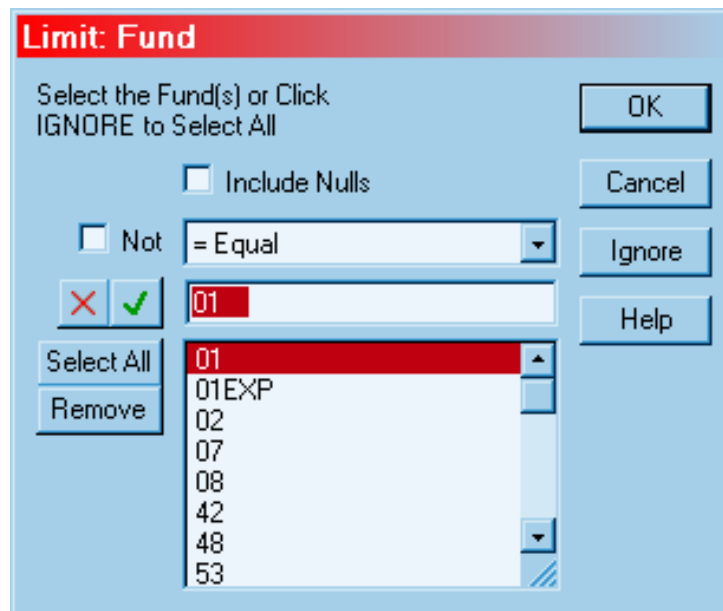


Enter your USERID information

Click "OK"

The login dialog box has a title bar with the text "Wh03p390.oce". It contains two input fields: "Host User" and "Host Password". To the right of the "Host User" field is an "OK" button, and to the right of the "Host Password" field is a "Cancel" button.

Select the Fund(s) from which you wish to retrieve data



Limit: Fund

Select the Fund(s) or Click IGNORE to Select All

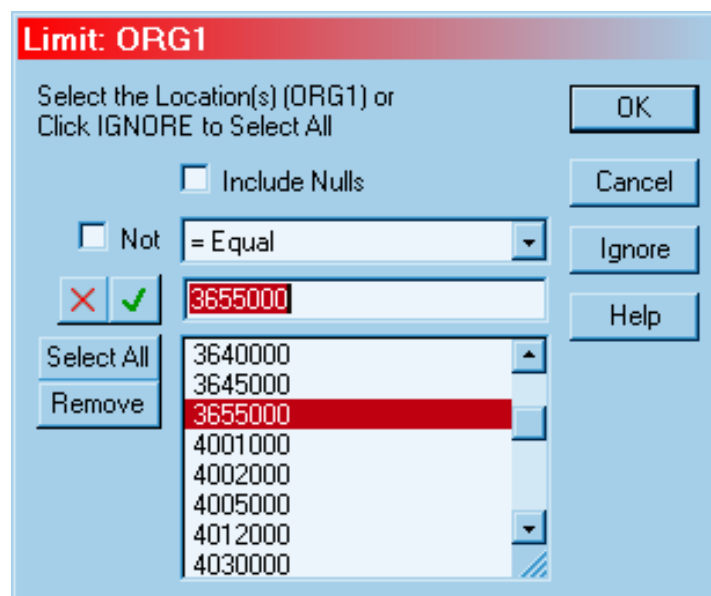
☐ Include Nulls

☐ Not = Equal

01

01
01EXP
02
07
08
42
48
53

Select the Location".
Click OK



Limit: ORG1

Select the Location(s) (ORG1) or Click IGNORE to Select All

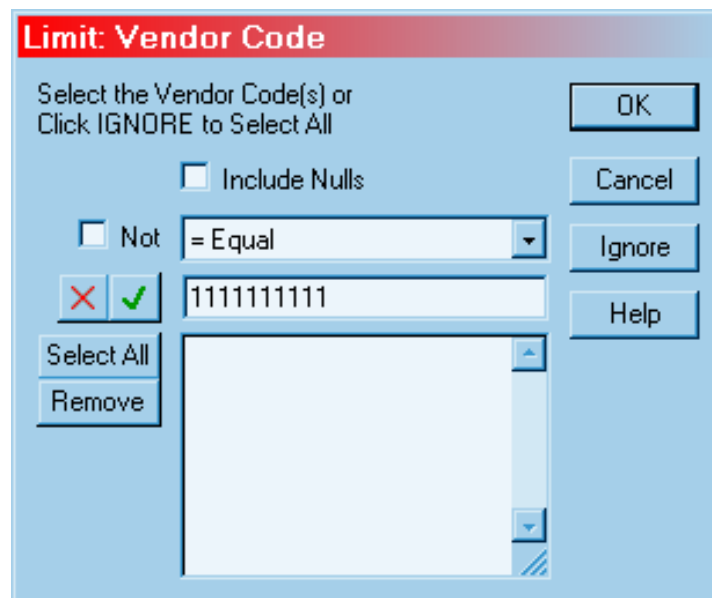
☐ Include Nulls

☐ Not = Equal

3655000

3640000
3645000
3655000
4001000
4002000
4005000
4012000
4030000

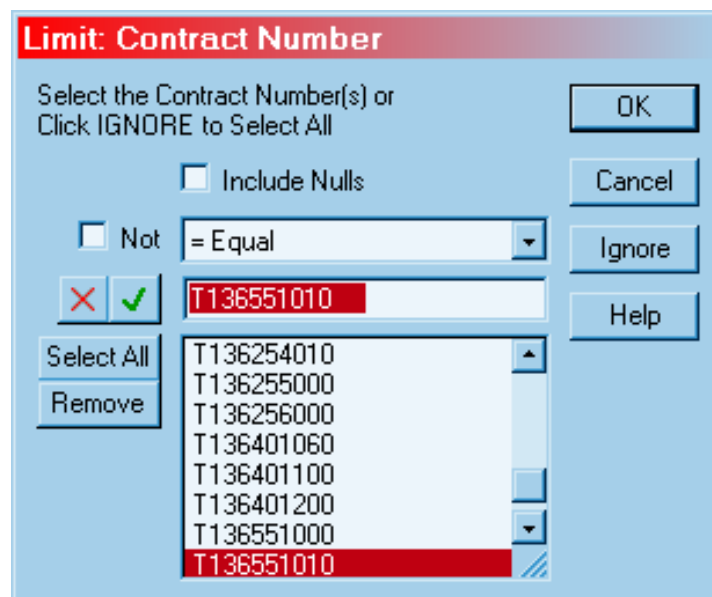
You can either input a specific Vendor Code or select “Ignore” for all codes for the Funds from which you wish to retrieve data



The dialog box is titled "Limit: Vendor Code" in a red header. It contains the following elements:

- Instruction: "Select the Vendor Code(s) or Click IGNORE to Select All"
- Buttons: "OK", "Cancel", "Ignore", and "Help" on the right side.
- Checkbox: "Include Nulls" (unchecked).
- Operator: A dropdown menu showing "= Equal".
- Input Field: A text box containing "111111111".
- Buttons: "Select All" and "Remove" on the left side.
- List Box: An empty list box below the input field.

You can select a specific Contract # or select “Ignore” for all Contracts for the Funds from which you wish to retrieve data



The dialog box is titled "Limit: Contract Number" in a red header. It contains the following elements:

- Instruction: "Select the Contract Number(s) or Click IGNORE to Select All"
- Buttons: "OK", "Cancel", "Ignore", and "Help" on the right side.
- Checkbox: "Include Nulls" (unchecked).
- Operator: A dropdown menu showing "= Equal".
- Input Field: A text box containing "T136551010".
- Buttons: "Select All" and "Remove" on the left side.
- List Box: A list box containing several contract numbers, with "T136551010" highlighted at the bottom.

Contract Number
T136254010
T136255000
T136256000
T136401060
T136401100
T136401200
T136551000
T136551010

Then you wait for it to retrieve the data and...

TA DA – you have your report....



http://fdw.usda.gov/production/ars/03cahrs.bqy - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search History Mail Print

Address http://fdw.usda.gov/production/ars/03cahrs.bqy

CAHRS Sort Expression Groups Table

Data Function

Sort To sort the report, drag columns from report groups or tables here

RUN DATE: 07/01/02

AGRICULTURAL RESEARCH SERVICE
CONTRACT/AGREEMENT HISTORY SUMMARY REPORT BY CONTRACT

FISCAL YEAR: 2002 FISCAL MONTH: JUNE

Contract Number: 50511410005
Fund: 01 SALARIES AND EXPENSES
Division: 36 MIDWEST AREA
Location: 3655000 MADISON, WISCONSIN
Vendor Code: 391725341 A Vendor Name: BALESTRIERI ENVIRONMENTAL

Acceptance Date	Contract Number	Document Number	Batch Number	Obligations	Expenditure
10/11/01	T136551080	M1 50511410005		46,210.00	
11/19/01	53511493132	M1 50511410005	BPD010	31,056.00	
01/16/02	0007934010	M1 50511410005	YK0067	-77,276.00	

Report Group6(Results): Cont Num
Report Group3(Results): Fund
Report Group4(Results): Division • Division Name
Report Group5(Results): Location (ORG1) • ORG1 Name

54 Page(s) 07/01/02 08:11:05

Done Internet

Just a reminder in building reports of any kind.....scroll to the bottom to ensure you have retrieved all pages BEFORE you start printing. If you just look at the # of pages at the beginning of a report and start printing before it finishes building it, the # of pages may reflect quite a few less than what the report actually is. Always look at the final # of pages before you opt to print. You can always re-process the report to restrict the data you retrieve and then print.